Instructions for Completing the Dean’s Office Student Travel Fund

Dear Colleagues,

To meet criteria for the Dean’s Office Student Travel Fund, the student must be an enrolled undergraduate or graduate student (full or part-time). The maximum amount awarded from the dean’s office is $350. A statement of support from the department chair indicating department funds is required. Departments are encouraged to match the amount awarded from the dean’s office. Awards are limited to one per year. No more than three awards may be given to a single student.

Students are required to submit the following documentation:

1. Proof of the acceptance of the paper from the conference. Provide acceptance letter from professional organization that includes the student’s name as a presenter or co-presenter, author, or co-author.

2. Completed Application Form

3. A recommendation letter from an advisor or GPD

4. Complete application package needs to be submitted via email to dharrisk@odu.edu

Upon the completion of the travel, the student will need to provide travel and conference attendance evidence (receipt from hotel showing zero balance, boarding passes, etc.) to the departmental fiscal tech to work with the College’s director of financial operations to process the reimbursement.

Student travel has limitations as to the definitions of a reimbursable expense. The reimbursement is limited to conference registration, lodging, and travel to and from the conference. Reimbursement cannot be granted for car rental or shuttles, meals, baggage fees, or other incidentals.

If a student incurs expenses that have been paid by the Dean’s Office and the student decides not to attend the conference, then the money must be repaid to the university.

DUE DATES:  
Fall Travel: September 1  
Spring Travel: January 15  
Summer Travel: May 15